

**QUESTIONS AND ANSWERS ASSOCIATED WITH THE REQUEST FOR PROPOSALS (RFP) FOR
PLANNING AND RELATED SERVICES FOR IMPLEMENTATION OF
A SAFETY MANAGEMENT SYSTEM (SMS)
AT GENERAL MITCHELL INTERNATIONAL AIRPORT
MILWAUKEE, WISCONSIN**

Funding Source

What is the funding source for this project? In other words, will GMIA be using Airport Improvement Program (AIP) Grant funding for this project which would in turn require compliance with AIP Program Guidance Letter 13-06?

GMIA is funding this project with Operating funds. There are no federal funds being invested in this project. Thus, the allowable costs portions of AIP PGL 13-06 do not pertain to this project. However, GMIA does intend to follow the requirements of Attachments 1 & 2 of PGL 13-06 for this project.

During the pre-proposal meeting a discussion took place with regard to the nature of the proposal and how it is to be funded. We understood that operating funds would be used for the project. Is it the intent of MKE to ensure this project is AIP eligible even if it is to be funded with operating funds? If so, does the request for a Not to Exceed (NTE) quote negate that intent?

MKE does not intend to ensure AIP eligibility for this project, thus the concern for the request for a Not to Exceed (NTE) quote is not applicable.

Project Timing

Why do this project now versus waiting for the final rule to be published?

GMIA explained that the timing of this project was partly due to operating funds that were originally budgeted in early 2012 & 2013 for the 2013 & 2014 Budget years and the desire to encumber the respective funds before they expired. The timing of this project is also partly due to GMIA's desire to be proactive and move forward with a Safety Management System, just as a few other airports outside of the FAA's SMS Pilot Program have done.

Project Team Experience

Are the qualifications written with any particular firm or type of firm in mind?

No. Page 15, Paragraph XIII. Award of Contract, B. Qualifications, 4, states "*Professional qualifications and experience to perform the identified services including recent experience with similar types of projects. Minimum experience requirement includes working on a U.S. airport SMS program within the past three years.*"

Document Formatting

Do the Table of Contents, Appendices, etc. count toward the 30 page limit specified on page eight (8) of the RFP?

No.

Does the Airport desire the proposals to be single or double sided pages? Question is regarding environmental concerns and/or ease of comparison to other proposals.

The airport does not have a preference with regards to single or double sided pages.

The 30-page count does not include the cover letter or appendices. It is understood that two key team members' resumes, with demonstrated airport experience, are to be included in the statement of qualifications, which is part of the 30-page limit. Are full page resumes necessary to meet that intent, or may we use descriptive paragraphs within the 30 pages and then include full resumes in an appendix? May additional team member's resumes be included in an appendix?

A proposer can choose to represent their respective team member's relevant experience in any manner they choose that they feel adequately conveys the qualifications requirements. The appendix is not to be used to include resumes of team members. GMIA does not desire to see proposals that have 30 pages of content and an additional 30 pages of appendices.

Cityworks

Will the cost of any adjustments to GMIA's Cityworks software needed for SMS purposes be funded outside of the SMS project (this proposal)?

Yes. If adjustments are needed to GMIA's Cityworks system in order to accommodate SMS workflows, the development related costs (programming and programmer related time) will be funded by GMIA's GIS Cityworks project. Any time needed by the SMS Project Team to design the basic workflows that would then later be programmed into the Cityworks system would be covered by the GMIA SMS Project.

Are 14 CFR 139 (FAR Part 139) Inspections conducted in GMIA's Cityworks?

Yes.

Are pictures attachable to the records in the system?

Yes. Airport (Airside) Operations and Landside Operations routinely attach pictures to work orders or incident reports.

How many users on the Cityworks system?

There are currently 119 users on the GMIA Cityworks system. That number includes personnel from the Airport Control Center, Airport (Airside) Operations, Landside Operations, Airport Security, General (Field) Maintenance, Electrical Maintenance, HVAC Maintenance, Facilities (Housekeeping) Maintenance, GIS, Administration, as well as other select individuals.

Is incident reporting included in Cityworks?

Yes. GMIA collects data in its Cityworks system for all work orders and any incidents or accidents on or involving Airport property, grounds, or personnel. Other types of reports created at GMIA that are NOT included in the Cityworks system are Milwaukee County Fire Department (MCFD) run reports and Milwaukee County Sheriff Office (MCSO) reports. MCFD is an airport entity and provides the ARFF coverage at GMIA in accordance with 14 CFR 139. MCSO provides that law enforcement support at GMIA in accordance with 49 CFR 1542.

Are Preventative Maintenance work orders (PM's) in the Cityworks system?

Not yet. The system is fully capable of accepting PM's; GMIA has not programmed them into the system yet. However, there are plans to do so in the near future.

Does CW have a dashboard with metrics and trend information?

Yes, Cityworks has the built in capability for a dashboard and trend information. However, GMIA has not yet implemented that function of the system.

Is the GMIA Cityworks system a hosted solution or does it reside on a local server(s)?

The GMIA Cityworks system resides on the GMIA Network on a virtual server with sufficient redundancy and backup.

How does or would Cityworks handle self or anonymous reporting?

The GMIA Cityworks system is not currently setup to allow for self or anonymous reports. The GMIA team have already considered that for the SMS project, something will likely need to be created that would enable a person to make a report through something like the GMIA website

that would then place the report into the Cityworks system whereby it could only be viewed by the GMIA safety person(s). The GMIA GIS team does not foresee this to be much of an issue to resolve.

How is Cityworks system training currently conducted?

Training is conducted in-house by respective department personnel and/or the GIS Department.

Does GMIA have Wi-Fi on the airfield (that enables the GMIA Ops & Maintenance Team to access Cityworks or other reporting systems)?

No, GMIA has not created an umbrella-like hot-spot over the airfield. However, GMIA has equipped the Operations vehicles with mobile hot-spots. GMIA will soon be equipping other airfield vehicles with similar capabilities (i.e. – Fire Chief, Maintenance Supervisor, Electrician, etc.). GMIA also has a server based – wireless access application that allows single sign-on capabilities to those mobile users, giving them direct access to the GMIA network and in turn, its applications.

AAAE's Interactive Employee Training (IET)

Does the airport have the rights to the IET training system to add training modules created by consultants or are consultants required to go through AAAE to create the modules? Will the cost of the IET courses be outside of the proposal?

The only related costs to be considered for IET Training as it relates to the SMS Project proposals would be assisting the airport in writing the course script and questions. The airport would then contract with AAAE for the production of a new course, as it has done on several occasions for things like severe weather emergency preparedness.

Disadvantaged Business Enterprises (DBE's)

Can you elaborate on the DBE requirements?

The DBE requirement in the RFP is a simple pass/fail. The use of local DBE's is always desirable, though not required. The DBE must be certified in the State of Wisconsin before bid submittal. As to whether a DBE can be a prime versus a sub contractor, there is no preference. If the DBE was a prime, it would be expected that the prime would do at least 30% of the work, or whatever is the industry standard. Questions regarding DBE participation can be directed to Mr. Mark Phillips at Milwaukee County's Office of Community Business Development Partners (CBDP) at 414-278-4747.

GMIA Organization

Can an Organizational Chart be provided?

Yes.

Who provides Law Enforcement at GMIA? Fire Protection?

The Milwaukee County Fire Department (MCFD) is an airport entity and provides the ARFF coverage at GMIA in accordance with 14 CFR 139. Structural Fire Response is provided by the City of Milwaukee Fire Department. The Milwaukee County Sheriff's Office (MCSO) provides that law enforcement support at GMIA in accordance with 49 CFR 1542.

What is the staff and size of the GMIA IT Department?

Currently the GMIA IT department consists of three (3) positions that are augmented by a part time contracted help desk person. The three positions consist of 1 Network Technician IV, and two Network Technician III's. In 2014, GMIA will be restructuring the GMIA IT Department to create an IT Manager and three (3) Network Technician IV's. Separate from the GMIA IT Department is the GMIA GIS Department which includes a GIS Coordinator and a GIS Specialist who both report to the Airport Planner. The GMIA GIS Department is responsible for implementing and administering the Cityworks system.

What is the GMIA Safety Department structure?

Currently GMIA has one (1) Safety Specialist position which is currently vacant that reports to the Environmental Compliance Manager. GMIA anticipates that this structure will be an early discussion point with the successful proposer which may lead to GMIA reorganizing the department.

How many Operations Personnel are there at GMIA?

The Airport Operations Department, which is led by the Airport Operations Manager, has two (2) Assistant Managers, eight (8) Control Center Operators, and 12 Airport Operations Coordinators. The Landside Operations Department, which is led by the Landside Operations Manager, has one (1) Assistant Manager and five (5) Landside Operations Coordinators.

Is the Airport Control Center (in the Airport Operations Department) a Public Safety Answering Point (PSAP)?

No and there are no plans for the GMIA Airport Control Center to become a PSAP.

Liability

On page 23 of the RFP, the first complete paragraph reads: *It is understood and agreed that Contractor/Consultant will obtain information on the professional liability coverage of all sub-consultants and/or sub-contractors in the same form as specified above for review of the County.* Is it the County's intent for all Sub-Consultants to carry the same coverage? Is it the County's intent for all Sub-Consultants to Indemnify the County as stated on Page 20 Section XVII?

Yes.

Other

Has Milwaukee County adopted OSHA standards?

Indirectly by way of the State of Wisconsin, yes.